

Iowa Eligibility Application Direct Certification *hawk-I* Verification Overview: Focus on Application Materials

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Application Materials



Iowa Eligibility Application

- ▶ Paper English application and other required material are on CNP 2000 form download, DE web site, new year memo
- ▶ Spanish translated application and material on DE web site

Application Contents

- ▶ LEAs must use the Iowa Eligibility Application sent to them
- ▶ CONTENT Changes to the application must receive prior approval from the Bureau. Send changes to Nancy
 - Adding your school name does NOT require approval

Adding or removing material, moving things around, rearranging, etc., requires approval

Translated Applications

- ▶ On the USDA website, www.fns.usda.gov/cnd
- ▶ If using USDA translated applications, print the English version also. This will help you know what the questions are.

Districts may use either the Spanish translation of the Iowa Eligibility Application or the USDA application.

Translated Applications

- ▶ If a significant number of children are non-English speaking, translated applications and application material must be made available

Informing Households

- LETTERS to all households
 - No earlier than 4 weeks before school starts
 - May send home in first few days of school
- ▶ APPLICATIONS
 - PAPER applications with the letter
 - WEB BASED applications are allowed

1. Discuss requirements for distribution of letter to all households
2. Paper applications with the letter
3. Web based application requires a change in the letter to inform households without access to the web how to get a paper copy of the application. Amended letters require pre-approval from SA.
4. Distribution of paper copies cannot breach confidentiality

Household Applications

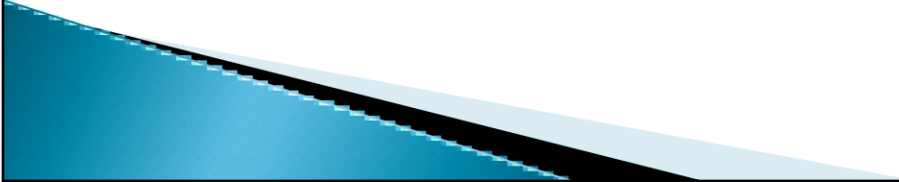
- ▶ LEAs must allow a household application submitted for all children in that household.
 - Cannot require separate applications by school.
- ▶ LEAs cannot require separate applications for households with some children who are categorically eligible and others who are applying based on income.

Must allow but may not require a household application. Households may choose to submit separate applications. Households applications with some children who are categorically eligible and others eligible by income can be handled by making notes on the application.

Electronic Applications

Scanned Paper Applications

- ▶ LEAs may accept applications electronically and may provide for electronic signatures.
- ▶ LEAs may also scan paper applications submitted.
- ▶ NOTE: All software used must meet all USDA requirements such as recognizing and accepting less than whole dollar amounts.



LEAs are responsible for the errors.

Citizenship
Citizenship is not required to
participate in the CNPs



Free School Lunches

If your child is getting free school lunches, you may be eligible for Food Assistance.

For information or to apply, call your local Iowa Department of Human Services Office.

If you don't know where the office is, call 1-877-DHS-5678 to find out.

You can also apply online at www.yesfood.iowa.gov

Web Addresses

- ▶ DE website:

<http://www.iowa.gov/educate/>

Click on Nutrition on the left

- ▶ CNP 2000 website:

<https://www.edinfo.state.ia.us/CNP/AppChoice.asp>

Email for passwords

- ▶ Forgotten passwords, that is...
- ▶ CNP2000@iowa.gov



Contact E-Mail addresses and phone numbers

- ▶ Main number
515-281-5356
- ▶ Nancy Christensen, Consultant
nancy.christensen@iowa.gov
515-281-5663
- ▶ Or your area consultant

